

EXECUTIVE SECRETARY II (U)

DEFINITION

Under direction, is responsible for serving as the confidential secretary to an executive level position in the unclassified job family; is responsible for serving as an administrative assistant to the Mayor; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Prioritizes phone calls and correspondence that must be handled by the executive and ensures essential matters are handled in the absence of the executive; relays critical information to the executive;

Speaks directly with individuals in all levels of City government, the community, and the general public;

Handles all routine telephone calls, correspondence and inquiries on behalf of the executive;

Coordinates all travel plans for the executive including airline, hotel, and rental car;

Maintains appointment calendar; schedules meetings and conferences;

Reviews all correspondence and documents to be signed by the executive for accuracy and content;

Composes routine correspondence and office memoranda;

Identifies areas to improve office efficiencies and recommends appropriate procedures or practices;

Types letters, memos, legislation, contracts, and other documents using word processing and other software applications;

Takes, transcribes, and distributes verbatim minutes of meetings, boards and hearings;

Assists with special projects pertaining to the mission of the department;

Assembles, collates and copies a various documents for meetings, presentations, and other uses;

Maintains a records management system; keeps official records of meetings;

Handles material of a sensitive and confidential nature;

Participates on various committees and other similar activities;

May supervise subordinate staff.

GUIDELINES FOR CLASS USE

This classification is used for the unclassified service. Incumbents to this classification receive appointments per City Charter Section 148(1)(j) or Section 148(1)(b). Positions must be allocated to the department director's or elected official's office.

Class Code:	0823
Job Family:	Unclassified
EEO Job Category:	Administrative Support
Compensation Plan:	MCP
Salary:	Grade 89

Class established:	09-30-02
Current spec:	09-30-02
Commission action taken:	Create
Last reviewed:	09-30-02